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ABSTRACT

This factbook is a pocket-sized looseleaf notebook containing blank statistical tables where data may be recorded concerning institutions. Eight major sections, which include tables, provide a place for information about the school's history, academic constituents, admissions and enrollment, academic programs, finances, physical resources, student life, and special information. Most of the tables provide space to cover a 5-year period. Guidelines for the factbook are included. (MJM)

ED 088300

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GUIDELINES FOR THE FACTBOOK

Teachers and administrators as well as office workers, landscape artists, and students are often required to make decisions which were best founded on a sound knowledge of their institution's life. The vastness of statistics on any phase of a college or university's operation, however, usually prohibits people from being knowledgeable about everything relevant to their tasks. Often, there is no repository of institutional facts which they can quickly consult for relevant information. While it would be impossible to collect all institutional data into one volume, The Factbook does provide a place where people who need information about the school (i.e., vital statistics) can usually find what they want.

Format

The Factbook is a pocket-sized looseleaf notebook containing blank statistical tables in which you can record data about your college. Eight major sections, which include 41 tables, provide a place for information about 1) the school's history, 2) its academic constituents, 3) admissions and enrollment, 4) academic programs, 5) finances, 6) physical resources, 7) student life, and 8) special information. Most of the tables allow you to record data over a five-year period. As statistics change and as new information (not provided for by the tables) is necessary, you can easily insert pertinent information into the notebook.

Technical Notes and Definitions

The Factbook is, for the most part, self-explanatory. If something is unclear to you, however, you will find an explanation of it in "Technical Notes and Definitions." You may want to read through this alphabetical listing of terms and procedures before you start to gather material for your own Factbook. Items in The Factbook which are explained in the Technical Notes and Definitions are noted by a small triangle.

Technical Notes and Definitions

Academic Classification. Freshmen, Sophomore, Junior, Senior, and Graduate Student are the classifications referred to by this term.

19__-__. This numerical arrangement refers to academic year.

Accreditations and Memberships. Accrediting agencies confer formal approval of the quality and content of the academic programs offered by institutions of higher learning. The term "membership," conversely, refers to each institution's various affiliations with professional interest groups.

Administered. When the phrase "First Administered" is used to refer to degrees, it refers only to the time when the institution officially designated a particular degree as part of its program. It does not indicate whether or not any of the degrees were granted in the year cited. (See "Academic Degrees" table.)

Athletic Organizations. This category would generally not include the regular, school-sponsored intercollegiate athletic teams. Examples of these organizations might include the Frisbee Club, the Karate Club, the Rugy Football Club, and other intramural athletics.

Attrition. One table requires information about the status of students who leave the institution before the completion of the degree requirements. If you do not generally make this information available to everyone in your institution, then you may prefer to include this table in the Factbooks of only the President, the Academic Dean, the Institutional Research Officer, and other specified persons.

College Entrance Tests. The table on entrance tests is provided to accommodate information on the Scholastic Aptitude Test (SAT) scores of entering freshman. As you will note, this table has space for separate and combined entries of the verbal and math scores. If your institution uses a standardized college entry test other than the SAT, change the title and information included in the tables so that they reflect the categories (e.g. verbal, math, natural science, music) tested in this new examination. You should also check the technical manual or consult the test developer to determine the accuracy of the procedures you use to combine the scores of the new categories.

Dollar Entries. To conserve space in tables calling for monetary information, you may round the amounts, which are listed in dollars, to the nearest thousand.

Estimates. The majority of the tables in the Financial Resources section cover a period of at least three years. At the time of publication, the column for the year 1972 will contain historical records, and the column for 1973 will be current. The remaining columns provide space for estimates or projections. You may want to complete these columns in pencil and replace the estimates with current figures in 1974 and 1975 (where applicable).

Fall 197_. This symbol means either the fall quarter or the fall semester of an academic year.

197_. This numerical arrangement refers to the "fiscal year."

F|M|T. These letters stand for Female, Male, and Total, respectively.

FTE Faculty. Several tables in The Factbook require that entries be listed in terms of full-time equivalent (FTE) faculty. The FTE conversion-formula requires that work-units credited to part-time faculty members be combined and then divided by quantities which are equal to the minimum number of work-units represented by the full-time faculty member. If a full-time faculty member, for example, represents a minimum of twelve work-units per quarter or semester, then four faculty members, each representing three work-units per quarter or semester, would equal one FTE faculty member. If your institution has a standard FTE conversion-formula, you may use it instead of the above to compute the total number of FTE faculty asked for in the tables of The Factbook.

FTE Students. Procedures for computing the number of full-time (FTE) students in your institution are comparable to those described in the FTE faculty listing. In other words, use the minimum number of course-units taken by a full-time student to define an FTE student.

Grade Points. Most institutions of higher learning describe a student's overall academic performance by using grades or quality points. They allot four points for each academic unit in which the student receives a grade of A, three for those units awarded a grade of B, two for a C, and one for a D. Some schools, however, award only three units for a grade of A and none for a D. You should, therefore, use care in defining the institutional procedure used in obtaining the data for this table.

History. This section of The Factbook refers to highly significant turning points in the course of the institution's history: the types of degrees awarded by the institution; accreditations and memberships in professional associations; degree programs, departments, or schools established by the institution; the influx of new funds; the beginning of new research programs; change in the name of the institution; the appointment of a new dean or president; or an administrative officer with different ideas about the institution's goals and objectives.

Honorary and Professional Fraternities. Examples of honorary fraternities include Phi Delta Kappa (an honorary fraternity in education), Sigma Alpha Iota (an honorary music fraternity for women), and Tau Alpha Pi (an honor society for engineering technology students). Examples of professional fraternities include Appha Kappa Psi Business Fraternity, Sigma Delta Chi (a journalism fraternity), and The American Chemical Society.

Institutional Income. This term refers to the major sources of income of the institution. Within each of these broad categories, you may wish to develop separate tables. The person in charge of alumni affairs, for example, may want to develop several tables on source of gifts and grants.

Intercollegiate Athletics. For a thorough analysis of the intercollegiate athletics program, this category must be included in both the income as well as the expense tables. Schools having extensive athletic programs may need to develop a separate table which would allow comparison of program costs and benefits.

Intersessions. Those time periods which occur between regularly scheduled semester sessions are called "intersessions." The time between spring semester and the first summer session is an example of what is meant by the term. Tables on the enrollment of an institution do not include data on intersessions because the institution may or may not compute the student's grade-point average (GPA) by using grades received from courses taken during these periods. If you wish to include data on enrollment during intersessions, note this addition by using an asterisk.

(N). This symbol refers to the number of subjects.

Pass-Fail Grading System. The table on grade distribution requires information on the standard letter grades awarded students. Some institutions, however, use a pass-fail system for some or all courses. The "Fail" grades awarded in such courses should, if possible, be listed in the "Fail" column, not in the "F" column. Since the manner in which they are recorded, however, varies from school to school, you should note (by asterisk) the way your school handles the problem.

Percentages. Several tables in The Factbook require that entries be listed in either numbers or percentages. The sum of the percentages in each column should total 100 percent. Rounding errors may occasionally affect the total sum by one or a few percentage points. If such an error occurs, note the irregularity with an asterisk.

Political/Cultural Organizations. Examples of these organizations include the Black Student Association, Young Americans for Freedom (YAF), and Students for a Democratic Society (SDS).

Postal Codes.

AL = Alabama
AK = Alaska
AZ = Arizona
AR = Arkansas
CA = California
CO = Colorado
CT = Connecticut
DE = Delaware
DC = District of Columbia
FL = Florida
GA = Georgia
HI = Hawaii
ID = Idaho
IL = Illinois
IN = Indiana
IA = Iowa
KS = Kansas
KY = Kentucky
LA = Louisiana
ME = Maine
MD = Maryland
MA = Massachusetts
MI = Michigan
MN = Minnesota
MS = Mississippi
MO = Missouri
MT = Montana
NE = Nebraska
NV = Nevada
NH = New Hampshire
NJ = New Jersey
NM = New Mexico
NY = New York
NC = North Carolina
ND = North Dakota
OH = Ohio
OK = Oklahoma
OR = Oregon
PA = Pennsylvania
RI = Rhode Island
SC = South Carolina
SD = South Dakota
TN = Tennessee
TX = Texas
UT = Utah
VT = Vermont
VA = Virginia
WA = Washington
WV = West Virginia
WI = Wisconsin
WY = Wyoming

Re-Entry Students. Students who have not enrolled in an institution of higher learning for at least two academic semesters (or at least three academic quarters) and do not qualify either as an entering freshman or as a transfer student are called "re-entry students."

Source. The term "source" found on the title page refers to the institutional office (such as The Institutional Research Office) that has collected and synthesized all the information asked for in The Factbook. The term "source" found beneath each table, on the other hand, refers to the office (such as the President's office or the Admissions office), or the materials (such as the college catalogue), or method (such as student interviews)

used to obtain the information in that table.

By leaving the term "source" open-ended, the creators of The Factbook acknowledge the large variation in the way institutions s re and retrieve information. Since each user of The Factbook can include whatever information he feels is important in regard to source, moreover, the "source blank" becomes a way of giving special information about the inclinations of individual schools in methods of storage and retrieval.

Special Institutional Information. There are certain facets of an institution's life which are unique; they are part and parcel of the school's individuality. There is no way, consequently, for The Factbook to provide tables which could incorporate this information. The importance of these special items, however, is great enough to warrant this separate section at the end of The Factbook. Please fill it in with data which you feel are necessary for those who want to know about the special aspects of your school.

Special Programs. This term refers to evening college, extension division programs, continuing education and external degree programs, etc. (See "Enrollment Summary" table in the Admissions and Enrollment section.)

Student Services. Expenses itemized under this heading include such things as health care and counseling. Often, one or more of these services should be presented in separate tables; for example, a complete university health program would require the specification of resources for clerical and professional staff as well as for handling various operational costs.

Tables. The Factbook contains tables which the NLHE staff feels will be most useful to you. You may want to include tables of your own, however, which are not presently in The Factbook. The following are suggestions:

1. Projected tuition income can be based on expected enrollment, beginning with the current academic year and continuing for the next 5-7 years.

2. Income from major sources can be listed on a per student basis and in total income.

3. Expenditures can be expressed on a per student basis as well as in terms of total dollars spent.

4. Library operation expenditures can be presented by listing the major categories of expenditures and the amount spent on books and periodicals for each student.

5. The extent to which the library facilities are used can be presented by estimates of the number of books used and by estimates of library attendance by faculty and students.

Transfer Students. This phrase refers to students who have gone from one institution of higher learning to another and have been out -- during the transfer -- no more than one academic semester or two academic quarters.

Tuition. Institutions generally create two categories of student payment: tuition and fees. The former refers to the money paid for permission to attend classes, while the latter refers to money paid by the student for extra-curricular activities, newspapers, yearbooks, laboratory materials, etcetera.

THE FACTBOOK
for

_____

△ Source: _____

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NATIONAL LABORATORY FOR HIGHER EDUCATION
Durham, North Carolina

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ABSTRACT

Hundreds of individuals are involved in the life of every college. They make, accept, and (or) reject decisions that affect the school's adaptability, vitality, and success; consequently, they need to know what is "going on" throughout the institution. They need a book of data, containing a variety of institutional facts, that can be used for everything from policy guidance to accountability.

Such a document had been developed by an institutional researcher at a large Southern university as early as 1968. In 1970, when he joined the National Laboratory for Higher Education (NLHE) in Durham, North Carolina, he charted a course for the creation of a pocket-sized looseleaf notebook which is now called The Factbook. This document, reflecting his experience as a college researcher, is designed to accomodate and coordinate facts in eight areas of institutional life: 1) school history, 2) academic constituency, 3) admissions and enrollment, 4) academic programs,

ABSTRACT (Cont'd)

5) finances, 6) physical resources, 7) student life, and 8) "special" information.

Within each of the first seven areas, a number of statistical tables -- with space for data -- is presented. As information is received, it is simply inserted into the appropriate blank tables. Frequently, space is provided for information collected over a five year period: hence, trend analysis is possible.

The eighth section of The Factbook -- "Special Institutional Information" -- is provided so that the facts which describe a school's uniqueness can be included. Such matters as policy, purposes, and planning -- which help determine the special character of any school -- should be included in this section.

INTRODUCTION

Higgins. The Rain in Spain falls nimbly on the plain.
Liza. The Rhain in Sphain falls nimbly on the plhain.

While an educated person is still, by and large, recognized by the way he talks, teaching someone to "talk right" is no longer as simple as it was in Pygmalion. Teaching of any sort requires teachers and administrators and all other academic constituents to know precisely what is going on throughout their institution. To know everything about a school, however, is almost impossible because of the vastness of institutional data. The Factbook, which allows people to collect school data in one place (in an organized fashion), simplifies the process of "knowing" about the school and, thereby, facilitates the process of teaching.

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History

Academic Constituents

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Physical Resources

Student Life

Special Institutional Information

Items
in
THE FACTBOOK
which are explained in the
Technical Notes and Definitions
are noted by a small triangle.
△

HISTORY

Do I know you?
It was in a heavy rain at about noon in Covent Garden when

Higgins said, "What's your name?" and
The Flower girl answered "Liza Doolittle."

△ HISTORY

Academic Degrees

Types of degrees awarded by the institution and dates on which the degrees were first administered.

Types of Degrees	Dates

Academic Degrees (Cont'd.)

Types of Degrees	Dates

Source: _____
_____

Accreditations and Memberships△

Accrediting agency listed by year accreditation awarded.

Accrediting Agency	Year Awarded

Accreditations and Memberships (Cont'd.)

Association-Membership and Year Affiliated	

Source: _____

Degree Programs, Departments, or Schools Established

Names of degree programs, departments, or schools listed by citing dates on which each was established.

Names of Degree Programs, Departments, or Schools	Dates Established

Degree Programs, Departments, or Schools Established (Cont'd.)

Name of Degree Programs, Departments or Schools	Dates Established

Source: _____
_____

History: Other Significant Turning Points

Description of turning point in the institution's history listed by citing the relevant time-period(s).

Description of Turning Point	Time-Period(s)

History: Other Significant Turning Points (Cont'd.)

Description of Turning Point	Time-Period(s)

Source: _____

On academic wisdom:

> Pickering. Excuse me, Higgins; but I really must interfere. If this girl is to put herself in your hands for six months for an experiment in teaching, she must understand thoroughly what she's doing.
> Higgins. How can she? She's incapable of understanding anything. Besides, do any of us understand what we are doing? If we did, would we ever do it?

Board of Trustees

List board members, their position on the board, the date on which their terms expire, and business or home address.

Name	Board Position	Date Term Expires
Home Address		
Business Address		

Name	Board Position	Date Term Expires
Home Address		
Business Address		

Board of Trustees (Cont'd.)

Name	Board Position	Date Term Expires
Home Address		
Business Address		

Name	Board Position	Date Term Expires
Home Address		
Business Address		

Board of Trustees (Cont'd.)

Name	Board Position	Date Term Expires
Home Address		
Business Address		

Name	Board Position	Date Term Expires
Home Address		
Business Address		

Board of Trustees (Cont'd.)

Name _____ Board Position _____ Date Term Expires _____

Home Address _____

Business Address _____

Name _____ Board Position _____ Date Term Expires _____

Home Address _____

Business Address _____

Source: _____

_____

Administrative Officers

Administrative Officers listed by their title and date of appointment.

Name	Title	Date Appointed

Administrative Officers (Cont'd.)

Name	Title	Date Appointed

Source: _____

Faculty Characteristics

Number of full-time equivalent (FTE)△ faculty listed by sex, degree, and fiscal year.

	Doctor's			Master's			Bachelor's			Other			Total	
	F	M	T△	F	M	T	F	M	T	F	M	T	F	M
1971△														
1972														
1973														
1974														
1975														

Source: _____

Faculty Characteristics

Number of FTE faculty listed by rank, sex, fiscal year, and level of instruction.

Level of Instruction: Undergraduate

	Professor			Associate Professor			Assistant Professor			Instructor		
	F	M	T	F	M	T	F	M	T	F	M	T
1971												
1972												
1973												
1974												
1975												

Faculty Characteristics (Cont'd.)

Level of Instruction: Graduate

	Professor			Associate Professor			Assistant Professor			Instructor		
	F	M	T	F	M	T	F	M	T	F	M	T
1971												
1972												
1973												
1974												
1975												

Source: _____

Faculty Salaries-I*

Salary rating of FTE faculty (based on the A.A.U.P. salary scale rating), listed by fiscal year and academic rank.

	Academic Rank			
	Professor	Associate Professor	Assistant Professor	Instructor
1971				
1972				
1973				
1974				
1975				

*Cite salary differences between males and females, if any.
Source: _____

Faculty Salaries-II

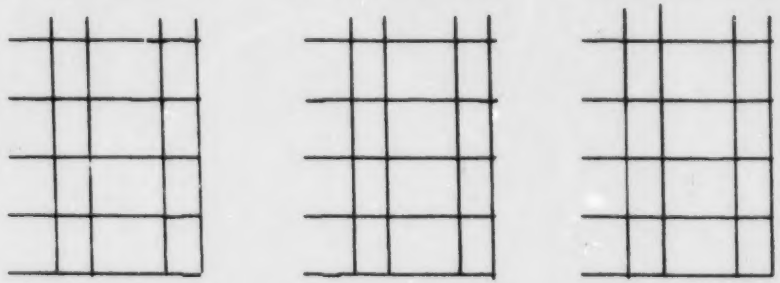
Average yearly salaries of FTE faculty listed by sex, fiscal year, and school or department. (Abbreviate the name of school or department, if necessary)

(Entries rounded to nearest thousand dollars△)

School or Department	1972			1973			1974		
	F	(N)	M (N)△	F	(N)	M (N)	F	(N)	M (N)

Faculty Salaries-II (Cont'd.)

School or Department	1972 F (N)	1972 M (N)	1973 F (N)	1973 M (N)	1974 F (N)	1974 M (N)



Source: _____

Summary: Institutional Staff

Total staff membership listed by sex and fiscal year.

Staff Position	1971 F	1971 M	1971 T	1972 F	1972 M	1972 T	1973 F	1973 M	1973 T	1974 F	1974 M	1974 T
Administration												
Faculty												
Clerical												
Maintenance												

Summary: Institutional Staff (Cont'd.)

Staff Position	1971 F	1971 M	1971 T	1972 F	1972 M	1972 T	1973 F	1973 M	1973 T	1974 F	1974 M	1974 T
Others (List)												
_____												
_____												
_____												
Total Staff												

Source: _____

_____

On the quality of the student body...

> Higgins. If I decide to teach you, I'll be worse than two fathers to you. Here (he offers her his silk handkerchief)!
> Liza. What's this for?
> Higgins. To wipe your eyes. To wipe any part of your face that feels moist. Remember: that's your handkerchief; and that your sleeve. Don't mistake the one for the other if you wish to become a lady in a shop.

Admissions - Information

Summary of admissions information listed by citing the number of entering students, their classification, their sex, and the fall quarter or semester.

	First-Time Freshmen								
	Applied			Accepted			Enrolled		
	F	M	T	F	M	T	F	M	T
Fall 1971△									
Fall 1972									
Fall 1973									
Fall 1974									
Fall 1975									

Admissions - Information (Cont'd.)

Transfer Students△

	Applied			Accepted			Enrolled		
	F	M	T	F	M	T	F	M	T
Fall 1971									
Fall 1972									
Fall 1973									
Fall 1974									
Fall 1975									

Admissions - Information (Cont'd.)

Graduate Students

	Applied			Accepted			Enrolled		
	F	M	T	F	M	T	F	M	T
Fall 1971									
Fall 1972									
Fall 1973									
Fall 1974									
Fall 1975									

Admissions - Information (Cont'd.)

Re-Entry Students △

	Applied			Accepted			Enrolled		
	F	M	T	F	M	T	F	M	T
Fall 1971									
Fall 1972									
Fall 1973									
Fall 1974									
Fall 1975									

Admissions - Information (Cont'd.)

Grand Total Enrolled for First Time

"Entering Students"

	Female	Male	Total
Fall 1971			
Fall 1972			
Fall 1973			
Fall 1974			
Fall 1975			

Source: _____

Scholastic Information

Number of entering freshmen, listed by the fall quarter or semester, the student's sex, and rank in his high school graduating class.

Quartile	Fall 1972			Fall 1973			Fall 1974		
	F	M	T	F	M	T	F	M	T
Highest									
Second									
Third									
Fourth									
Not Available									
Total (N)									

Source: _____

Scholastic Information (Cont'd.)

Number of entering freshmen in the lower two quartiles of their graduating high school classes, listed according to their sex and the fall quarter or semester.

	Number in Lower Two Quartiles			△ Percentage of Entering Class		
	F	M	T	F	M	T
Fall 1971						
Fall 1972						
Fall 1973						
Fall 1974						
Fall 1975						

Source: _____

Scholastic Information (Cont'd.)

Mean Scholastic Aptitude Test Scores for entering freshmen: listed by sex and by the fall quarter or semester.

Mean SAT△ Scores	Fall 1972 F (N)	Fall 1972 M (N)	Fall 1973 F (N)	Fall 1973 M (N)	Fall 1974 F (N)	Fall 1974 M (N)
Verbal						
Math						
Total						
Persons for whom scores are not available.						

Source: _____

Demographic Data

Fall 197_ total enrollment of students, broken down according to the state (or foreign country) listed as the student's permanent residence.

State*

AL ____	FL ____	LA ____	NE ____	OK ____	VT ____
AK ____	GA ____	ME ____	NV ____	OR ____	VA ____
AZ ____	HI ____	MD ____	NH ____	PA ____	WA ____
AR ____	ID ____	MA ____	NJ ____	RI ____	WV ____
CA ____	IL ____	MI ____	NM ____	SC ____	WI ____
CO ____	IN ____	MN ____	NY ____	SD ____	WY ____
CT ____	IA ____	MS ____	NC ____	TN ____	
DE ____	KS ____	MO ____	ND ____	TX ____	
DC ____	KY ____	MT ____	OH ____	UT ____	

*Two-letter postal codes△for the 50 states in the Union

Source: _____

Demographic Data (Cont'd.)

Foreign Country

Source: _____

Demographic Data

Number of students enrolled, listed according to their sex, student-housing status, their classification (full-time or part-time), and the fall quarter or semesters.

△ Full-Time Students

	On-Campus Housing		
	F	M	T
Fall 1971			
Fall 1972			
Fall 1973			
Fall 1974			
Fall 1975			

Average Number of Full-Time Students: _____

Demographic Data (Cont'd.)

Full-Time Students	Off-Campus Housing		
	F	M	T
Fall 1971			
Fall 1972			
Fall 1973			
Fall 1974			
Fall 1975			

Average number of full-time students: _____

Demographic Data (Cont'd.)

Part-Time Students	On-Campus Housing		
	F	M	T
Fall 1971			
Fall 1972			
Fall 1973			
Fall 1974			
Fall 1975			

Average number of part-time students: _____

Demographic Data (Cont'd.)

	Part-Time Students	Off-Campus Housing		
		F	M	T
Fall 1971				
Fall 1972				
Fall 1973				
Fall 1974				
Fall 1975				

Average number of part-time students: _____

Source: _____

Demographic Data

Percentage of student enrollment which is made up of in-state or out-of-state students: listed by sex and the fall quarter or semester.

	Percentage of Students					
	In-State			Out-of-State		
	F	M	T	F	M	T
Fall 1971						
Fall 1972						
Fall 1973						
Fall 1974						

Source: _____

Demographic Data

△ Number of FTE students enrolled, listed according to the student's
△ academic classification and the fall quarter or semester.

	Fall 1972	Fall 1973	Fall 1974	Fall 1975
Freshmen				
Sophomores				
Juniors				
Seniors				
Special				
Total				

Source: _____

Demographic Data

Number of FTE students who entered as freshmen, transfer students, or re-entry students and took no more than four years (two years for junior colleges) to complete their degree requirements: listed by citing their sex and the year in which they graduated.

Graduating Year	Number of FTE Students Who Entered As:								
	Freshmen			Transfer Students			Re-Entry Students		
	F	M	T	F	M	T	F	M	T
1972									
1973									
1974									
1975									
1976									

Source: _____

△Attrition-Reasons

Number of FTE students who entered the institution in the academic year of 19__-__ and left before their graduation year: listed by sex, reasons for leaving, and the academic year in which they left.

	Reasons for Leaving*														
Academic Year Left	1			2			3			4			5		
	F	M	T	F	M	T	F	M	T	F	M	T	F	M	T
△19__-__															
19__-__															
19__-__															
19__-__															
19__-__															
TOTAL															

*Use key on following page.

Attrition-Reasons (Cont'd.)

*Reasons for Leaving:

1 - Dismissed because of poor scholarship.
2 - Dismissed because of reasons other than poor scholarship.
3 - Voluntarily withdrew, with at least a C average.
4 - Voluntarily withdrew, with less than a C average and on academic or social probation.
5 - Voluntarily withdrew, with less than a C average but not on academic or social probation.

Departmental Enrollment

Number of FTE students enrolled, listed by sex, academic year, and school or department. (Abbreviate the name of school or department, if necessary.)

School or Department	1972-73			1973-74			1974-75		
	F	M	T	F	M	T	F	M	T

Departmental Enrollment (Cont'd.)

School or Department	1972-73 F	1972-73 M	1972-73 T	1973-74 F	1973-74 M	1973-74 T	1974-75 F	1974-75 M	1974-75 T

Source: _____

Summer-Term Enrollment*

Number of enrolled students listed by: sex, year, and level of instruction.

Enrollment	1972 F	1972 M	1972 T	1973 F	1973 M	1973 T	1974 F	1974 M	1974 T	1975 F	1975 M	1975 T
Undergraduate												
Graduate												
Other												
Total												

*Excludes enrollment at intersessions$^{\Delta}$ except for entries marked with an asterisk.

Source: _____

Enrollment Summary

Academic classification of male and female students during the academic years 1972-1975; unless otherwise stated, use full-time equivalent figures when filling in this chart.

Academic Year	Enrollment								
	Total			Undergraduate			Graduate		
	F	M	T	F	M	T	F	M	T
1972-73									
1973-74									
1974-75									

Enrollment Summary (Cont'd.)

△Enrollment by Special Programs	1972-73 F	1972-73 M	1972-73 T	1973-74 F	1973-74 M	1973-74 T	1974-75 F	1974-75 M	1974-75 T

Source: _____

The way it's gonna be...

Higgins. Yes: in six months--in three if she has a good ear and a quick tongue--I'll take her anywhere and pass her off as anything. We'll start today: no! this moment! Take her away and clean her, Mrs. Pearce. Monkey Brand, if it won't come off any other way. Is there a good fire in the kitchen?
Mrs. Pearce (protesting) Yes; but---
Higgins. (storming on) Take all her clothes off and burn them. Ring up Whitely or somebody for new ones. Wrap her up in brown paper till they come.

Academic Degrees

Number of degrees conferred, listed by sex and academic year.

Degrees Conferred	1972-73			1973-74			1974-75		
	F	M	T	F	M	T	F	M	T
Associate of Arts									
Bachelor's									
Master's									
Doctorate									
Others (list)									
_____									
_____									
Total									

Source: _____

Academic Degrees

Number of Associate of Arts' degrees conferred in 19__-__ listed by citing the schools or departments in which the degrees were earned and the sex of the degree-recipients. (Abbreviate the names of schools or departments, if necessary.)

School or Department	Number F	M	T	School or Department	Number F	M	T

Source: _____

Academic Degrees

Number of Bachelor's degrees conferred in 19__-__, listed according to: the schools or departments in which degrees were earned and the sex of the degree recipients. (Abbreviate the names of schools or departments, if necessary.)

School or Department	Number F	M	T	School or Department	Number F	M	T

Source: _____

Academic Degrees

Number of graduate degrees conferred in 19__-__, listed by recipient's sex and by his school or department. (Abbreviate the names of schools or departments, if necessary.)

School or Department	Number F	Number M	Number T	School or Department	Number F	Number M	Number T

Source: _____

Student-Faculty Ratio

The number of undergraduate students, the number of faculty, and the student-faculty ratio for each academic year.

Academic Year	Number of Students (FTE)*	Number of Faculty (FTE)**	Ratio
1967-68			
1968-69			
1969-70			
1970-71			
1971-72			
1972-73			
1973-74			
1974-75			
1975-76			

*Estimates for years after 1972-1973.

**Estimates of the number of faculty, after the year 1972-1973, can be based on current student:faculty ratio (: :).

Source: _____

Grade Distribution

Total number of the various letter grades assigned to undergraduates in 19__-__, listed according to school or department. (Abbreviate the names of schools or departments, if necessary).

	Letter Grades										
	A	B	C	D	F	I	(Total)	Pass*	Fail*	(Total)	Others
Total Institution											
By School or Department											
_____											
_____											
_____											
_____											
_____											
_____											

*Pass-Fail△

Grade Distribution (Cont'd.)

By School or Department	Letter Grades										
	A	B	C	D	F	I	(Total)	Pass	Fail	(Total)	Others

Source: _____

Grade Distribution

Total number of undergraduates achieving different grade point averages in 19__ - __ : listed by sex, the grade-point range in which their average fell, and their school or department. (Abbreviate the names of schools or departments, if necessary.)

	△ Grade Point Average											
	3.00-4.00			2.00-2.99			1.00-1.99			<1.00		
	F	M	T	F	M	T	F	M	T	F	M	T
Total Institution												
School or Department												

Grade Distribution (Cont'd.)

School or Department	Grade Point Average											
	3.00-4.00			2.00-2.99			1.00-1.99			<1.00		
	F	M	T	F	M	T	F	M	T	F	M	T

Source: _____

FINANCIAL RESOURCES

Higgins to Liza's father in an age when students were considerably cheaper to come by...

> Higgins...(revolted) So you mean to say, you callous rascal, that you would sell your daughter for £50?
> Doolittle. Not in a general way I wouldn't; but to oblige a gentleman like you I'd do a good deal, I do assure you.

FINANCIAL RESOURCES

Institutional Income△

Income listed by sources and by fiscal year. (Entries rounded to nearest thousand dollars)

Income	1972 %	1973 %	1974 % *
Auxiliary Enterprises (net)			
Book Store (net)			
Endowment Income			
Federal Appropriations			
Gifts and Grants			
Intercollegiate Athletics△			
State Appropriations			
Student Aid			
Student Fees (Tuition△)			
Other Income			
TOTAL	100%	100%	100%

*Budget estimates. Source: _____

Institutional Expenses

Expenditures listed by sources of expenses for each fiscal year.
(Entries rounded to nearest thousand dollars)

Expenses	1972 %	1973 %	1974 %
Administration			
Business Office			
Faculty & Staff Benefits			
General Institutional Expenses			
Instructional Salaries & Expenses			
Intercollegiate Athletics			
Library			
Maintenance			
Public Services			
Student Aid			
Student Services△			
Others			
TOTAL	100%	100%	100%

Source: _____

Summary: Student Financial Aid

Amount of student financial aid in each fiscal year, listed according to major sources of student financial aid. (Entries rounded to nearest thousand dollars.)

Sources	1972	1973	1974	1975
Assistantships				
Endowment Income				
Fellowships				
Gifts				
Grants				
Loans				
Other Student Work				
Scholarships				
Others				
TOTAL				

Summary: Student Financial Aid (Cont'd.)

Average Amount of Financial Aid Received by	1972 (N)	1973 (N)	1974 (N)	1975 (N)
Females				
Males				
TOTAL				

Source: _____

PHYSICAL RESOURCES

On the problems of nature and social custom...

Higgins. Mrs. Pearce: this is Eliza's father. He has come to take her away. Give her to him.
Doolittle. No. This is a misunderstanding. Listen here---
Mrs. Pearce. He can't take her away, Mr. Higgins: how can he? You told me to burn her clothes.
Doolittle. That's right. I can't carry this girl through the streets like a blooming monkey, can I? I put it to you.
Higgins. You have put it to me that you want your daughter. Take your daughter. If she has no clothes, go out and buy her some.

PHYSICAL RESOURCES

Space Allocation

Allocation of space for institutional facilities, listed according to characteristics of space available.

Types of Institutional Facilities	Characteristics of Space			
	No. of Bldgs.	Number of Rooms	Total Seating Capacity	Net Area in Sq. Ft.
Administrative				
Athletic				
Dining				
Faculty Officers				
General Use				
Health				
Housing				

Space Allocation (Cont'd.)

Types of Institutional Facilities	Characteristics of Space			
	No. of Bldgs.	Number of Rooms	Total Seating Capacity	Net Area in Sq. Ft.
Library				
Student Extra-curricular Facilities				
Student-Study				
Teaching				
Unfinished Area				
Others				

Source: _____

Space Allocation

19__ - Characteristics of undergraduate student housing: listed by citing pertinent data for different classifications of students within the student body (classifications are determined by living facilities occupied by students).

	Characteristics of Undergraduate Student Housing			
Classification of Students	No. of Bldgs.	No. of Rooms	Normal Housing Capacity	No. of Students Actually Housed
On-Campus				
Fraternity housing				
for F				
for M				
TOTAL				

Space Allocation (Cont'd.)

Characteristics of Undergraduate Student Housing

Classification of Students	No. of Bldgs.	No. of Rooms	Normal Housing Capacity	No. of Students Actually Housed
Dormitories				
for F				
for M				
for F and M				
TOTAL				

Space Allocation (Cont'd.)

Characteristics of Undergraduate Student Housing

Classification of Students	No. of Bldgs.	No. of Rooms	Normal Housing Capacity	No. of Students Actually Housed
On-Campus				
Other housing arrangements				
for F				
for M				
for F and M				
TOTAL				

Space Allocation (Cont'd.)

Classification of Students	Characteristics of Undergraduate Student Housing	
	Number of Buildings	Number of Students Actually Housed
"Off-campus" housing approved by the institution		
Housing registered		
as F	_____	_____
as M	_____	_____
as F and M	_____	_____
TOTAL	_____	_____
Commuters		
F	_____	_____
M	_____	_____
TOTAL	_____	_____

Source: _____

Space Allocation

Number of motor vehicle registrations: listed by citing number of parking spaces available and type of institutional constituents using them during each fiscal year.

Type of Institutional Constituents	1971	1972	1973	1974	1975
Total staff					
No. registered	___	___	___	___	___
No. parking spaces	___	___	___	___	___
On-campus students					
No. registered	___	___	___	___	___
No. parking spaces	___	___	___	___	___

Space Allocation (Cont'd.)

Type of Institutional Constituents	1971	1972	1973	1974	1975
Off-campus students					
No. registered	___	___	___	___	___
No. parking spaces	___	___	___	___	___
Others					
No. registered	___	___	___	___	___
No. parking spaces	___	___	___	___	___
Total motor vehicle registrations	___	___	___	___	___
Total parking spaces available	___	___	___	___	___

Source: _____

Library Operations

Number of library holdings and additions, listed by citing statistics for each fiscal year.

Holdings and Additions	1972	1973	1974	1975
Microfilm collection				
Newspapers				
Periodical subscriptions				
Tape and record collection				
Volumes added				
Volumes at beginning of year				
Volumes held at end of year				
Others				

Source: _____

So, what do you do in your spare time?...

> Higgins. ...At the end of six months you shall go to Buckingham Palace in a carriage, beautifully dressed. If the king finds out you're not a lady, you will be taken by the police to the Tower of London, where your head will be cut off as a warning to other presumptious flower girls. If you are not found out, you shall have a present of seven-and-sixpence to start life with as a lady in a shop.

Student Organizations

Number of undergraduate students registered as members of student organizations, listed by sex and academic year.

Types of Student Organizations	1972-73	1973-74	1974-75
Honorary and Professional Fraternities △			
No. organizations for men only			
No. students registered			
No. organizations for women only			
No. students registered			
No. organizations for both sexes			
No. students registered			
Total number of students registered			
Total undergraduate student body			

Student Organizations (Cont'd.)

Types of Student Organizations	1972-73	1973-74	1974-75
Social Fraternities			
No. fraternities at institution			
No. male students registered			
No. sororities at institution			
No. female students registered			
Total number of students registered			
Total undergraduate student body			

Student Organizations (Cont'd.)

Types of Student Organizations	1972-73	1973-74	1974-75
Service and Religious Organizations			
No. organizations for men only			
No. students registered			
No. organizations for women only			
No. students registered			
No. organizations for both sexes			
No. students registered			
Total number of students registered			
Total undergraduate student body			

Student Organizations (Cont'd.)

Types of Student Organizations	1972-73	1973-74	1974-75
Political/Cultural Organizations△			
No. organizations for men only			
No. students registered			
No. organizations for women only			
No. students registered			
No. organization for both sexes			
No. students registered			
Total number of students registered			
Total undergraduate student body			

Student Organizations (Cont'd.)

Types of Student Organizations	1972-73	1973-74	1974-75
Athletic Organizations△			
No. organizations for men only			
No. students registered			
No. organizations for women only			
No. students registered			
No. organizations for both sexes			
No. students registered			
Total number of students registered			
Total undergraduate student body			

Student Organizations (Cont'd.)

Types of Student Organizations	1972-73	1973-74	1974-75
Student Publications			
No. Publications			
No. female staff members			
No. male staff members			
Total number of students registered			
Total undergraduate student body			

Source: _____

Summary: Student Organizations

Total number of student organizations chartered by the institution, listed by academic year and type of student organization.

Type of Student Organization	1972-73	1973-74	1974-75
Honorary/professional fraternities			
Social fraternities			
Service and religious			
Political/cultural			
Athletic			
Student publications			
Others (please list):			
_____			
_____			
_____			
Total			

Summary: Student Organizations (Cont'd.)

Percentage of total undergraduate student body registered in organizations chartered by the institution; listed by sex, academic year, and type of student organization.

Type of Student Organization	1972-73			1973-74			1974-75		
	F	M	T	F	M	T	F	M	T
Honorary/professional fraternities									
Social fraternities									
Service and religious									
Political/cultural									
Athletics									
Student publications									
Others (please list):									
_____									
_____									
Total*									

*Total number in the undergraduate student body.

SPECIAL INSTITUTIONAL INFORMATION

Success

or

The student learned her lessons well.

Liza. I'll advertize it in the papers that your duchess is only a flower girl that you taught, and that she'll teach anybody to be a duchess just the same in six months for a thousand guineas. Oh, when I think of myself crawling under your feet and being trampled on and called names, when all the time, I had only to lift my finger to be as good as you, I could just kick myself.

Higgins. You (outrageous, inpudent flower girl)...! But it's better than snivelling; better than fetching slippers and finding spectacles isn't it? (Rising) By George, Eliza, I said I'd make a woman of you; and I have.

△ SPECIAL INSTITUTIONAL INFORMATION